

22 Dec 00

MEMORANDUM FOR CEOM
CEO
IN TURN

FROM: CEOM (SMSgt Day)

SUBJECT: Site Visit to Dobbins AFR Base (20 Dec 00)

1. **PURPOSE:** To review and coordinate Integrated Process Team (IPT) workshop and Industry Day Forum activities (conference location, billeting, etc.) at Dobbins AFR Base.

2. **TRAVELERS:** SMSgt Terry Day, HQ AFCESA/CEOM
Ms. Ruth Sykes, TRW
Mr. Joe Munter, TRW

3. **ITINERARY:** The objectives for the site visit were to:

- a. Review conference room options for the IPT workshop and Industry Day forum.
- b. Select conference room and facilities.
- c. Coordinate with conference room coordinator for reservations, equipment and other appropriate arrangements.
- d. Coordinate billeting arrangements.
- e. Coordinate catering arrangements as appropriate.

4. **DISCUSSION:**

a. Conference Rooms. Surveyed all suggested locations (Lakeside facility, Flight Simulator facility, and the 22AF Conference Center). The characteristics chosen as important to selecting a site are listed below.

Characteristics	Lakeside Facility	Flight Simulator	22AF Conference Center
Available	Yes	Unknown	Yes
Size of Room	50-60 people	25-30 people	50-60 people
Audiovisual Equipment on site	No	No	Yes*
Tables and Chairs	Yes	Yes	Yes
Telephones	One (1)	None	Six (6)
Break Room	No	No	Yes

Characteristics	Lakeside Facility	Flight Simulator	22AF Conference Center
Eateries	Driving Distance	Driving Distance	Walking Distance
Reception Area	Yes	No	Yes
Acoustics	Good	Good	Good
Private Entrance	Yes	No	Yes
Breakout Room(s) Available	Yes	No	Yes
Parking	Yes	Limited	Yes
POC Available on site	No	Yes	Yes
Message Board	No	No	Yes

*Audiovisual equipment available after 12 Jan 01

b. **Billeting.** Discussed reservations with 94 SPTG/SV (Ms Alice Fields, Lodging Manager). Thirty rooms are reserved for this event. This reservation includes suites for Chiefs and Colonels and above. Billeting office will distribute IPT Workshop handouts to resident participants (if we need them to do this).

c. **Consolidated Club.** Discussed catering and meal availability with 94 SPTG/SV (Mr Holcomb, Director of Services). The Consolidated Club will provide catering for the reception and daily drinks and snacks for \$6.00 per person, per day. Club will provide a package for each participant outlining the club activities. A special luncheon room is available for participants and can be reserved. A contract can be signed with the Club on 22 Jan 01. The Club is open for lunch everyday and for dinner Tuesday, Wednesday, and Thursday nights. Happy hour is scheduled for Tuesday afternoon.

d. **Other Arrangements.** Met with Colonel William F. Haber, Director 22AF Support Division, concerning the IPT Workshop and Industry Day Forum, and the support that the 22AF could provide. He suggested that AFCESA send agenda, list of participants including distinguished visitors (Colonel and above), and event requirements to the 22AF Support Division by 8 January or as soon thereafter as possible to allow for appropriate arrangements to be made.

5. CONCLUSIONS/RECOMMENDATIONS:

a. Selected the 22AF Conference Center and classroom 120. This facility met the majority of the requirements for a successful meeting.

b. Send agenda and other planning documents to 22AF/SCX, Major Carwile. Send list of names for workshop and forum attendees along with any unmet support requirements to Director, 22AF Support Division, Colonel Haber, to ensure coordination and cooperation. (TRW action item)

c. Request the Consolidated Club provide catering service during workshop and forum breaks. Request other Club support as needed. (TRW action item)

d. Bring or request additional equipment and supplies (easels, overhead projectors, paper and pens, electronic projectors, etc.) as needed and as backup. (TRW action item)

TERRY M. DAY, SMSgt, USAF
HQ AFCESA/CEOM
Command Logistics Manager